

View My Calendar

Use this procedure to view reported time and leave on your personal calendar. Time cannot be entered or updated from the calendar.

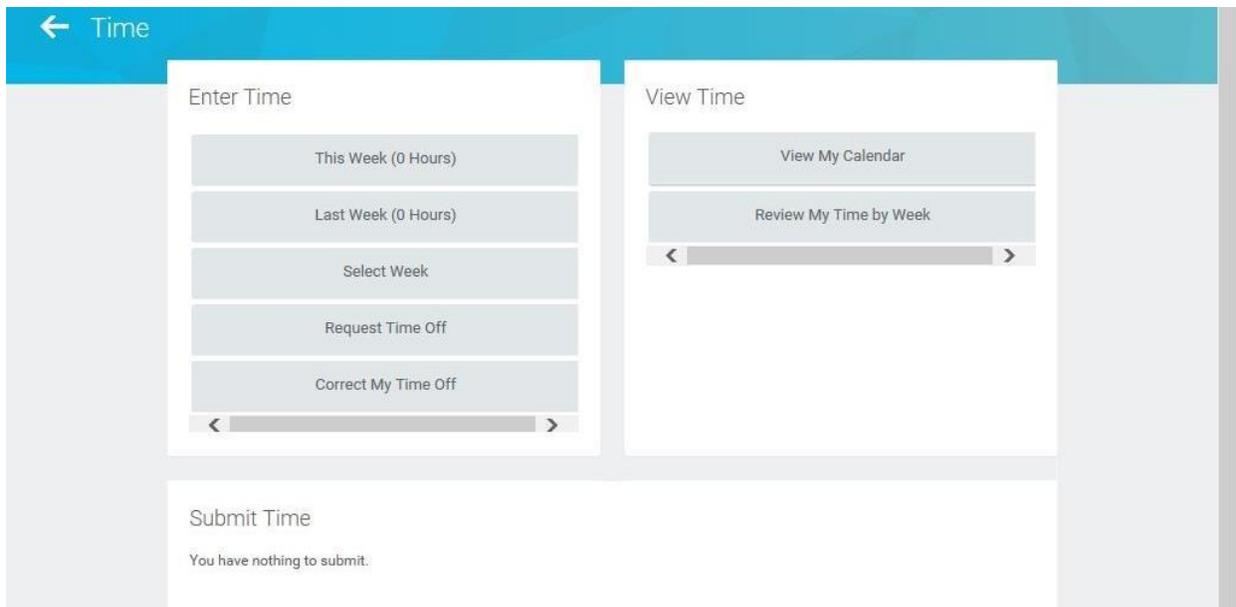
Information displayed on your calendar includes details on time entered for current and previous pay periods as well as scheduled future dates off.

Procedure:



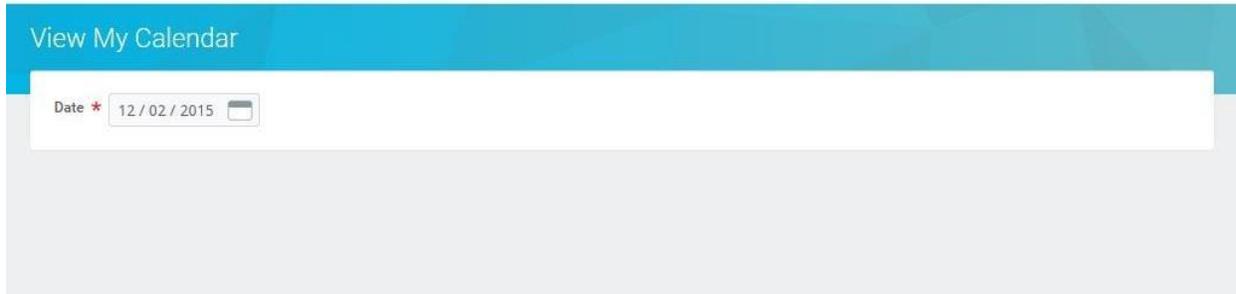
1. From the Home page, click the Time worklet.

Time Worklet



2. Under View Time, click the View My Calendar button.

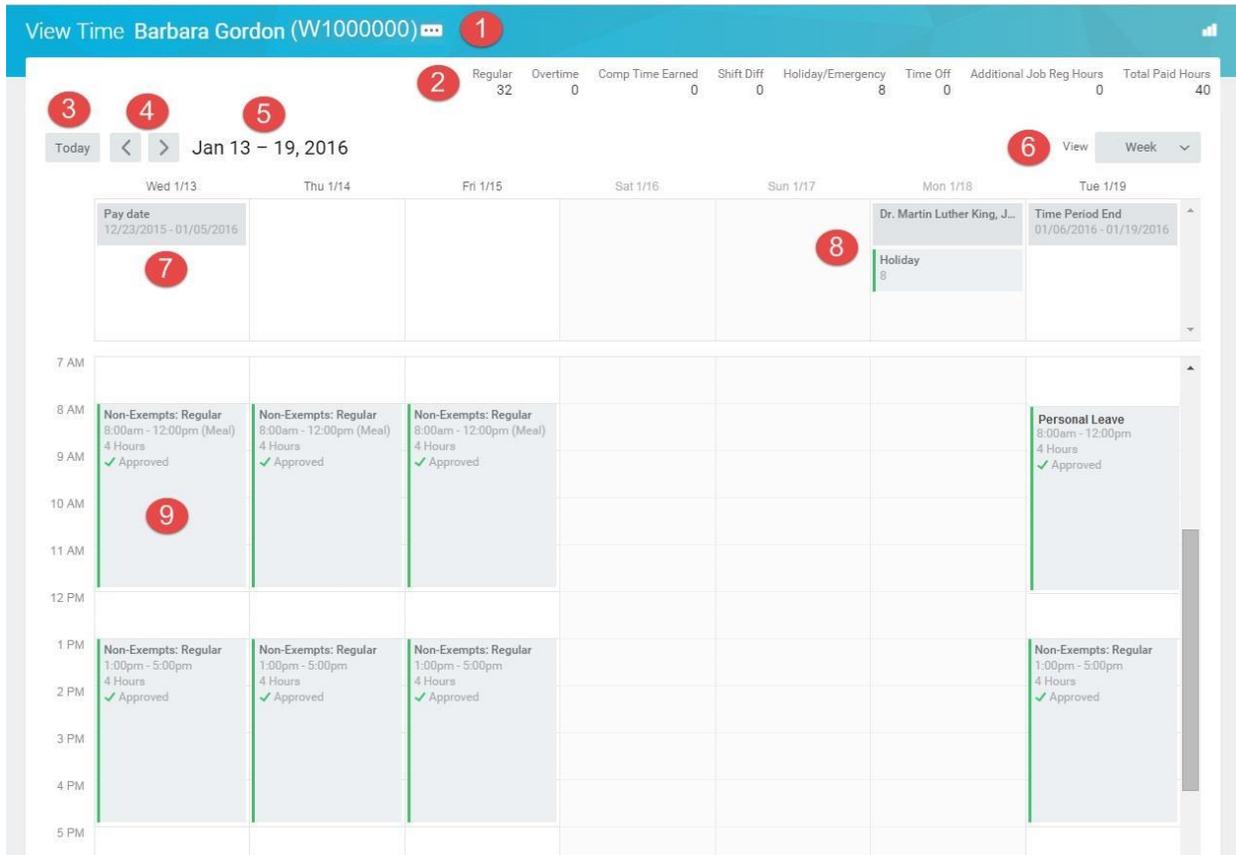
View My Calendar - Date Selection



3. In the Date field, enter or select a date in the current, a previous, or a future period.

4. Click the **OK**  button.

View Time - Calendar



5. View the information on the calendar.



View Time Page Elements

#	Page Element	Description
1	Employee Name and ID	This section displays the employee's name and Employee ID.
2	Week Totals	This section displays the applicable weekly balances (in hours) by category. For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday, Emergency, Time Off, etc.
3	Today Button	Click to view time details for the current day.
4	Arrow Controls	Click Next or Previous arrow buttons to scroll to other dates in the calendar.
5	Date/Date Range	This displays the date/date range of the time shown.
6	View Dropdown	Use to view the calendar by day or pay period week.
7	Important Pay Period Dates	Important dates in the pay period are displayed on the calendar such as, pay dates or pay period end dates.
8	Holidays	State holidays and service reduction days are displayed in the calendar for reference. Note: Prescheduled holidays may be automatically approved and are marked with the color green.
9	Time Block/Time Off Entry	Displays time reported including work hours and time off requested on the timesheet. Details such as the time code, in and out times, quantity of hours, and status of timesheet entry are provided. Note: Time off requested through the Time Off Calendar displays at the top of the employee's time calendar. Common statuses include: <ul style="list-style-type: none"> • Not Submitted: Gray Clock • Submitted: Gray Checkmark • Approved: Green Checkmark • Denied: Red Circle • Needs Attention (sent back by approver for corrections): Yellow Exclamation Point Click to view... <ul style="list-style-type: none"> • Reported Time: This tab provides details about your reported time. • Calculated Time: This tab provides details about the results of time calculations on a reported time. • History: This tab provides history of a particular time entry and a record of any action taken.



#	Page Element	Description
		<div data-bbox="625 262 1312 970"><p>Time Block 4 Hours on 10/30/2015 ...  </p><p>Worker: Barbara Gordon (TTE10020) Date: 10/30/2015 Status: Submitted</p><p>Reported Calculated History</p><hr/><p>Reported Quantity: 4 Hours Time Entry Code: Non-Exempts: Regular In: 10/30/2015 08:00 AM Eastern Time (New York) Out: 10/30/2015 12:00 PM Eastern Time (New York) Out Reason: Meal Source: User Entered Comment: (empty)</p></div>

5. The System Task is complete.